TEXAS DEPARTMENT OF CRIMINAL JUSTICE JOB DESCRIPTION

POSITION TITLE: TECHNICAL WRITER II -

Executive Services

SALARY GROUP: B20

DEPARTMENT: Executive Services

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the

essential functions and the conditions required for this position.

APPROVED BY: Karen Hall DATE: 05/02/2016

POSITION #: 032187

I. JOB SUMMARY

Performs advanced technical writing work. Work involves coordinating the composition, organization, and editing of compiled information. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Composes, reviews, analyzes, researches, edits, and distributes technical documents, materials, and reports; confers with staff in the development of formats, graphics, and layout of publications; and provides technical assistance to agency officials, managers, and staff.
- B. Reviews various resources and prepares analyses or summaries; develops and refines material for publication; and assists in preparing and refining speeches and other publications.
- C. Performs library management to include organizing, maintaining, and distributing manuals, project documentation, and technical materials; and maintains files and records of technical work to include automated information systems.
- D. Prepares agendas and minutes for the Texas Board of Criminal Justice meetings.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

- A. Education, Experience, and Training
 - 1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, English, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
 - 2. Four years full-time, wage-earning technical or research writing, report writing, or policy and procedure writing experience.
 - 3. Criminal justice experience preferred.

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B. Knowledge and Skills

- Knowledge of technical writing methods and procedures.
- 2. Knowledge of business terminology, spelling, punctuation, and grammar.
- 3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
- 4. Skill to communicate ideas clearly and concisely.
- 5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
- 6. Skill to interpret and apply rules, regulations, policies, and procedures.
- 7. Skill in problem-solving techniques.
- 8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
- 9. Skill to research, compose, review, illustrate, and edit technical documents, materials, and reports.
- 10. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.